ISP Group Lockdown Policy

Policy Owner: Group Head of Operational Risk

Revised: May 2024

RATIONALE

It is the policy of ISP to ensure there is a planned, prepared, organised and practiced response to any risk, threat or hazard that might impact on the staff, students or the capacity of the building to operate normally.

In the case of fire or flood, the response is to essentially evacuate all or some of the premises. In the case of a violent intruder the new international standard is to 'run, hide (lockdown), and as a last resort defend' and in the case of the release of an external pollutant or external threat outside the school buildings or grounds, the initial response should be a or 'reverse evacuation' of the students, staff and visitors until the threat has passed or the senior responsible person at the school deems it appropriate to evacuate the premises.

POLICY SCOPE

This policy serves as a general approach to achieving both the lockdown/reverse evacuation and 'run, hide, tell and as a last resort defend'. A lockdown or reverse evacuation is achieved through a combination of physical security measures and the deployment of personnel.

Each school or company location must customise the policy to fit their individual circumstances, taking into account the size, spread and modularity of the premises and the availability of communication mechanisms. 'Run, hide, tell and as a last resort defend' is concerned with violent intruders' intent on causing harm to those around them and will involve evacuation, where it is safe to do so, hiding and barricading rooms to create barriers, informing the emergency services and as a last resort defending against the intruder (this would be in extreme circumstances and will be an instinctive reaction by individual(s) at the time).

The procedures should be fully tested at least twice per year, using a different scenario each time, one lockdown/reverse evacuation and one violent intruder scenario.

The results will be recorded in the Health and Safety online system

This Policy covers all ISP schools.

PROCESS

NOMINATED PERSONNEL

At the beginning of each academic year, the nominated staff of the roles listed in the Crisis Management Plan should be refreshed. As a guideline, the nominations should be as follows:

Incident Commander: and two other members of the SL

Communications Hub: Receptionists

Exit Doors Locked: Members of staff who are likely to be in the vicinity of each door (one person for each door)

Internal Doors Locked: Members of staff who are likely to be in the vicinity of each door (one person for each door)

Mechanical Services Shutdown: Qualified member of administrative staff

LOCKDOWN/REVERSE EVACUATION

COMMUNICATION

Clear concise information needs to be provided to all staff, students and visitors of the nature of the threat and the procedure to follow. This can be by using the PA system, emails or simply by verbally informing of the incident. Please note that lockdown/reverse evacuation is for an external threat e.g. pollutant

At the end of the procedure (all clear) people should be informed that the lockdown/reverse evacuation has now been lifted

If alarm systems are to be used it is important that different tones are used so that staff and students fully understand the different tones

RESPONSIBILITIES & PROCESS

The nominated personnel are required to execute the following tasks:

Any member of staff	Inform the Communications Hub of a potential incident
Communications Hub/Incident Commander	Provide clear concise communication to all staff, students and visitors
All staff	Enact the lockdown/reverse evacuation: All final exit doors to be locked to prevent access and egress, blinds to be shut dependent upon the external threat
Incident Commander	Ensure access to internal and external communication, i.e. mobile phone, desk phone and internet connection
Doors and mechanical services	Lock doors and turn off mechanical services[1]. Inform Incident Commander by phone or text that tasks have been completed
Communications Hub	When emergency services arrive or make contact, connect them to the Incident Commander
Incident Commander	Maintain joint responsibility with the emergency services for bringing the incident to a speedy and

1

	safe conclusion, then instruct the issuance of the all clear signal or an evacuation signal
Communications Hub	Activate the lockdown/reverse evacuation signal and the all clear signal
Incident Commander	Review the incident and the quality of actions taken. Adapt the lockdown procedure, as necessary

RUN, HIDE, TELL AND DEFEND (EXTREME CIRCUMSTANCES)

COMMUNICATION

Clear concise information needs to be provided to all staff, students and visitors of the nature of the threat. This can be by using the PA system and or emails. As far as is reasonably possible the communication should advise what type of threat and where the threat was last seen.

At the end of the procedure (all clear) people should be informed that the threat has now been lifted, this will be done by the emergency services and or the incident commander. If confronted by a member of law enforcement it is important that you remain calm, ensure that hands are visible at all times and follow the instructions given.

If alarm systems are to be used it is important that different tones are used so that staff and students fully understand the different tones.

RESPONSIBILITIES & PROCESS

The nominated personnel are required to execute the following tasks:

Any member of staff	Inform the Communications Hub of a potential incident and or raise the alarm directly
Communications Hub/Incident Commander	Provide clear concise communication to all staff, students and visitors
All staff	Evacuate building if able to do so safely, if unable, lock and barricade classroom door, close blinds and hide, inform emergency services of location if able to do so
Incident Commander	Isolate themselves but with means of internal and external communication, i.e. mobile phone, desk phone and internet connection, inform emergency services of location
Doors and mechanical services	Turn off mechanical services if required, evacuate if safe to do so or lock and barricade themselves in a room. Inform Incident Commander by phone or text that tasks have been completed and inform emergency services of location

2

Communications Hub	When emergency services arrive or make contact, connect them to the Incident Commander if able to do so
Incident Commander	Maintain joint responsibility with the emergency services for bringing the incident to a speedy and safe conclusion, then instruct the issuance of the all clear signal or an evacuation signal if instructed to do so by the emergency services
Communications Hub	Activate the all clear signal or evacuation signal
All staff	On receiving the all clear leave the building in a calm manner ensuring that your hands can be seen at all times
Incident Commander	Review the incident and the quality of actions taken. Adapt the lockdown procedure, as necessary

TRAINING

The procedures will be carried out at least twice a year, one lockdown/reverse evacuation and one intruder scenario.

If on review the lockdown procedure was found to have significant issues, then further training must be given and a repeat of the procedure must be carried out within a term of the original practice.

All scenarios will be recorded on the health and safety system.